

2010 HRMS Payroll Calendar - January through June

January 2010							February 2010							March 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Dec. 2009 ACH Reversal Cutoff	State Holiday	DAY 1 Off-Cycle Workbench Cutoff		DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency			DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff ACH Reversal Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency	
3	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed		7	Warrants Mailed ACH File to Bank		Payday			13	7	Warrants Mailed ACH File to Bank		Payday			13
10	Payday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	14	State Holiday	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff ACH Reversal Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	20	14		DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	20
17	State Holiday	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed		21	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		27	21	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		27
24	Payday				ACH Reversal Cutoff		28							28			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff			
31																				
April 2010							May 2010							June 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing		DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	1			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	5
4	DAY 4 System Locked for Payroll Processing	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		9	Payday				ACH Reversal Cutoff	15	6	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		12
11				ACH Reversal Cutoff	DAY 1 Off-Cycle Workbench Cutoff		16	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	22	13			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing
18	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed		23		Payday				29	20	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed		Payday	26
25	Payday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff		30							27			DAY 1 Off-Cycle Workbench Cutoff			
								State Holiday												